

Safety Newsletter

July 2005

Volume 2 - Number 3

Safety Education for Individual Providers of In-Home Care

Protect Yourself this Summer

Summer is a wonderful time of year in the Northwest. Many of us enjoy drying out after months of rain and snow, and we find ourselves outdoors more often. However, summer poses unique safety issues for every one of us. Following a few simple rules and taking a little extra precaution can help keep you safe this summer.

Overheating can occur in as little as ten minutes inside a car, even with the windows open. Don't leave anyone in a car or van! Use air conditioning even when people are getting in and out of a vehicle.

Keep meat, egg and dairy products cool to avoid **food poisoning**.

To avoid **dehydration**, most people need 8 glasses of water per day in hot weather. Enjoy treats that contain a lot of water, such as Popsicles, watermelon, cantaloupe, fruit salads and Jello to increase water intake.

When **swimming**, try to use supervised areas only, and obey all rules and posted signs. Avoid alcohol, which impairs judgment, balance and coordination. Stop swimming at the first indication of bad weather.

Faithfully use **sunscreen** with SPF-15 or higher, especially between 11am and 3pm when the sun is strongest; even when the sky is gray.

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In Case of a Work-Related Injury:

Call 1-866-897-0386 (Sedgwick CMS)

If medical treatment is necessary:

- 1) Go to your doctor. Tell them your injury is work-related.
- 2) The doctor's office will help you file a Washington Labor & Industries State Fund Report of Accident.
- 3) List your employer on the form as **HCQA Negotiated Contract**, 601 Union St., Ste 3500, Seattle, WA 98101
- 4) To check on your claims status: 1-800-LISTENS (1-800-547-8367) or online at: [www.http//lni.wa.gov](http://lni.wa.gov)

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What's New From Your Safety Committee

Your Safety Committee has met twice. The first meeting was to organize & develop guidelines for the committee. The second meeting focused on ways to share information about preparing for emergencies in the home, and, workplace violence.

Look for more safety information coming to your mailbox soon. Your Safety Committee members from Service Employees International Union Local 775 are: Linda Lee (Chair), Janet Rodriguez and Suzanne Wall.

Other representatives are Jane Wood (HCQA), Marta Acedo (DSHS), & Bob Meyer (Sedgwick CMS).

The next meeting is September 1st at 151 S. Lander, Seattle, WA. Find minutes at www.hcqa.wa.gov

Tips to Prepare for Emergencies

Planning for emergencies is best done BEFORE the emergency. When things start to go wrong, they go wrong very fast, too fast to think about what to do.

Emergency planning needs to be done now. What are the basics? First think about what type of emergency can happen. For example, in Washington we plan for fires and earthquake. There may be potential for other emergencies specific to your location or health issues of your employer.

For fire: Plan your escape route and practice it with your employer. You need to know how to get a wheelchair or bed out each door available. Agree on a meeting place with others if you need to leave the home.

For earthquake: Plan how you will protect yourself and your employer. If they cannot easily get under a sturdy piece of furniture, is there a weight-

bearing wall they can be located next to?

Plan your list of emergency contact numbers. It may include physician, responsible family member, neighbor, electric company, hospital, & poison control.

Ensure there is a phone that doesn't need electricity to work, such as a cell or cord phone. Finally, you may want to consider an emergency kit and a flashlight with extra batteries.

Approximately 20 injuries (out of nearly 30,000 workers) occur statewide each month. Congratulations on working safely!

ALERT: All Individual Providers should have received a *Safety Manual for Individual Providers* by mail. Please read it and keep it as a reference—it was designed with your safety in mind and provides excellent suggestions that are unique to in-home care. You may earn continuing education credits and get paid for reading the manual, completing the self-review questions and mailing in the attestation form provided to Sedgwick CMS.

Didn't get a Safety Manual in the mail? Have you misplaced your copy? Safety Manuals, past Safety Newsletters, extra copies of Hazard Assessment forms and Emergency Action Plans and other resources are always available to individual providers upon request. Visit www.hcqa.wa.gov (and look under "Safety Resources for Individual Providers") or call 1-866-580-4272.

Safety Seminar Schedule

A four hour Safety Seminar is available to Individual Providers at multiple locations throughout Washington (see schedule below). **Individual Providers who attend the Safety Seminars will receive four hours of their regular hourly rate on an upcoming paycheck. The Safety Seminars meet continuing education requirements for those Individual Providers who are eligible to accrue continuing education.**

<u>City</u>	<u>Address</u>	<u>Date</u>	<u>Time</u>
Aberdeen	CSO & DVR Office, 415 Wishkah Street – Multipurpose Room	Aug 11	1pm
Bellingham	CSO & DVR Office, 4101 Meridian – Oak Room	July 21	1pm
Colville	CSO Office, 1100 South Main Street – Evergreen Room	Sep 14	1pm
Lacey	ADSA Headquarters, 640 Woodland Square Loop SE – Room 1-7.2	Aug 24	1pm
Moses Lake	Fire Department, 701 E. 3 rd Avenue, Multipurpose Room	Jul 13	1pm
Omak	Omak City Hall, 2 North Ash Street – Council Room	Aug 17	1pm
Seattle	DSHS Holgate Office, 1737 Airport Way South – Puget Sound Room	Aug 18	1pm
Tacoma	DSHS Centennial Building, 1949 South State Street – Room 291	Sep 19	1pm
Vancouver	DCS Office, 5411 Mill Plain Boulevard, Bldg 3 – Large Conference Room	Sep 1	1pm
Yakima	Dept of Transportation, 900 E Selah Road – Conference Center	July 19	1pm

REMINDER: According to Washington Administrative Code 257-05-160, all existing individual providers **MUST** complete at least one form of safety training by December 31, 2006. All **NEW** individual providers hired **AFTER** July 1, 2005 must complete the safety training no later than 120 days after beginning to work with their first DSHS consumer.

To take the safety seminar on-line:
<http://hcqa.sedgwickcms.com>

Got a safety question or suggestion?
call 1-800-416-1890
or e-mail:
riskcontrol@sedgwickcms.com

For more safety information, visit our website:
www.hcqa.wa.gov



Sedgwick CMS

IMPORTANT INFORMATION FOR INDIVIDUAL PROVIDERS

Home Care Quality Authority
640 Woodland Square Loop SE
Olympia, WA 98504